

SPO Newsletter

Volume 3, Issue 1
FY25 Q1

Our vision is to be the #1 state procurement office in the nation, where adding value is the norm and customer service is second to none.

Congrats, Jesse Atoigue at ADCS!

It is an honor and a privilege to share that Jesse Atoigue, Deputy Chief Procurement Officer with the Arizona Department of Child Safety (ADCS), has earned the industry-recognized National Institute of Government Purchasing - Certified Procurement Professional certification (NIGP-CPP). We at the ADCS are beyond proud and are extremely excited for this great accomplishment. More importantly, what it means for Jesse and his professional growth.

Jesse already obtained the Certified Professional Public Buyer certification (CPPB). This milestone further reflects a commitment to his craft, his staff, and himself. There is no greater example of a selfless leader than one who leads by example.



A member of the Arizona State Capital Chapter National Institute of Government Purchasing (AZNIGP), AZNIGP Board Secretary (2020-2021), and the AZNIGP Manager of the Year recipient in 2021, Jesse has been a dedicated employee of the State of Arizona for nearly two decades. Since the inception of the Arizona Department of Child Safety in 2014, Jesse has been a mentor and a leader for the agency. A mentor that inspires. A well-respected leader in the field, who tirelessly advocates and supports his staff.

It should be noted that Mr. Jesse Atoigue is now one of the 1,519 procurement leaders to earn this distinguished NIGP-CPP. Please help us congratulate Jesse Atoigue at jesse.atoigue@azdcs.gov.

Ken Sanchez NIGP Spotlight

Ken Sanchez from the SPO EPS team was recognized in the most recent NIGP Community News for Oct. 2 for his leadership in EPS and his work in the 2022 State of Arizona NASCA Award for Diversity, Equity, and Inclusion in Procurement for the Set Aside Program.



Ken and his team focuses on providing quality customer service to the State agencies and sends customer satisfaction surveys for every project completed by the team. To date the team score for customer satisfaction is 7.8 out of 8 and on-time percentage of 82% on over 350 completed projects, while providing much needed support to 95 individual state agencies.

Thank you for all you do and congratulations on being a nominee for the 2024 NIGP Procurement Manager of the Year Award!

Read the entire article in the Oct. 2 release of the [NIGP Community News](#).

GFO Az

In August 2024, SPO represented the Department of Administration at the Summer GFOAz Conference.

The Government Finance Officers Association of Arizona (GFOAz) is a non-profit professional organization that serves the government finance profession in Arizona. GFOAz serves as the state chapter of the National Government Finance Officers Association. They were founded in 1965 and have a membership of nearly 600 individuals. Membership is encouraged from state, county, and city governments, school districts, colleges, universities, special districts, and private firms. The purpose of GFOAz is to improve the practice of governmental finance in the State of Arizona as developed and recommended by the Government Finance Officers Association of the United States and Canada as well as other recognized authorities. GFOAz provides a system of networking, training and information sharing to develop and enhance the knowledge, skills, and performance of individuals responsible for municipal and other local government fiscal policy and management. Learn more about GFO Az [here!](#)

NEW CBTs LIVE NOW

Source Selection Microlearning - ADSPOML001

Procurement Basics - ADPROCBASICS

Important

Please note that users are required to attend SPO training courses in their entirety. AI summaries are not an adequate substitute for the training, as they may not capture all the objectives and takeaways from the training. Therefore, AI summaries will not be provided, and users will not receive credit for a course they did not attend. Thank you for your understanding and cooperation.

APP Training

For upcoming APP training and instructions on registering for a course, please visit the [APP Support Training page](#).

If you have any questions or need assistance related to APP training opportunities, please contact Sullynna Mvula, APP training manager, at sullynna.mvula@azdoa.gov.

Upcoming SPO Academy Training

Join us for upcoming procurement webinars and in-person training. These sessions are designed to enhance your skills and efficiency in procurement, making your work more streamlined and effective.

10K Delegation Training - 10/9/2024

Off-Contract Authorization Request - 10/16/2024

100K Delegation Training - 10/22/2024

Procurement Ethics - 10/23/2024

Basic Risk Management - 11/14/2024

Request for Proposal 11/19/2024 - 11/21/2024

Grube's Laws of Commercial Combat - 12/4/2024

Purchasing 101 - 12/12/24

To find additional upcoming SPO Academy Sessions, please follow the link below.

[FIND OUT MORE ABOUT TRAINING](#)

If you have any questions or suggestions for additional or future trainings, please contact John Jimenez, Chief Learning Officer, at john.jimenez@azdoa.gov.

Fraud Prevention Alert

From 2013 through 2023, the Arizona Auditor General issued 40 financial investigation reports that included charges of fraudulent schemes associated with about \$5 million of Arizona public money losses. This alert outlines the difference between the two fraudulent schemes classifications pursuant to Arizona law, how certain instances of these fraudulent schemes occurred, and what actions management can take to deter and detect them.

Top 5 concealment methods used by fraudsters

- 41%** Created fraudulent physical documents
- 37%** Altered physical documents
- 31%** Created fraudulent electronic documents or files
- 28%** Altered electronic documents or files
- 23%** Destroyed or withheld physical documents

Source: Association of Certified Fraud Examiners, Inc., *Occupational Fraud 2024: A Report to the Nations*.

It is critical that entities create written policies and procedures that clearly communicate (1) what each policy is about, (2) the procedures for day-to-day operations, including step-by-step instructions for routine tasks, (3) allowed conduct, (4) prohibited conduct, (5) reporting requirements, and (6) signed attestations of understanding. However, without policy enforcement as seen in each of the three examples above, expectations may be forgotten, ignored, or opportunistically circumvented by a scheming fraudster.

Read more on this Fraud Prevention Alert from the Auditor General [here](#).



Technical Bulletin (TB) 010

SPO Compliance has been hard at work with revisions of documents. Technical Bulletin 010 has been updated to provide information on artificial intelligence (AI) use during significant procurement activities. Please note that AI tools shall NOT be used in any procurement meetings that involve significant procurement role discussions or activities. For more information please familiarize yourself with the Technical Bulletin [here](#) or on our [SPO Website](#).

GSA SW & Template

SPO Compliance has also released [G304\(B\) General Services Administration Standard Work](#) and [G304\(B\) General Services Administration Template](#) for the utilization of GSA contract or schedule. The template is provided to satisfy the requirements in [A.R.S. § 41-2558](#) and [A.A.C. R2-7-G304](#). See also [Standard Procedure 041 Purchasing from General Services Administration Schedules](#). The template and SW can also be found in the [SPO Determinations Library](#).

If you have any questions, please contact SPOCompliance@azdoa.gov.

New Flow Chart Resources

SPO Compliance put together two flow charts to help our procurement personnel. The Purchasing Process and Customer Decision Flow for Purchasing are now available on the [SPO website](#) under "Additional Resources." We hope to add more resources in the future!

The information provided in the flow charts are intended solely as a guideline for internal agency use and should not be construed as strict rules, regulations, or legal advice on how to proceed. While every effort has been made to ensure the accuracy and reliability of the information, it is subject to change and may not cover or apply to all situations. While keeping in mind the requirements set forth by the Arizona Procurement Code, the public monies

laws, and all other Arizona statutes and rules that may apply, users are encouraged to exercise sound judgment and discretion when interpreting and applying this information. If you have any questions or concerns please reach out to your procurement officer, your EPS Liaison, or SPOCompliance@azdoa.gov. If legal questions arise, please reach out to your assistant attorney general or appropriate legal counsel for guidance.

Updated Resources

The following documents were substantially updated. The new versions of these documents are on the [SPO For Agencies website](#):

Posted on the [Procurement Regulations section](#):

- [TB 010 - Significant Procurement Role \(Updated 8/14/2024\)](#) - See article on GSA for details.

Posted on the [Standard Forms and Documents section](#):

- [SPO Form 108 - Greater Than 25% Increase \(Updated formulas 6/6/2024\)](#)
- [SPO Form 130 - Non-State Employee Procurement Disclosure Statement \(PDS\) \(Functionality update 08/02/2024\)](#)
- [FAQ for Form 204 \(New 6/25/2024\)](#)
- [SPO Form 209 - Limited Competition Report \(Revised to add categories and quarterly notification 9/19/2024\)](#)

Posted on the [Standard Procedures Section](#):

- [SP 001 - Contractor Compliance with the Arizona Legal Workers Act \(Revised 9/18/2024\)](#)
- [SP 001 - Attachment 1: Letter to Contractor \(Word Document\) \(New 9/18/2024\)](#)
- [SP 001 - Attachment 2: Contractor Attachment \(Word Document\) \(New 9/18/2024\)](#)

RFP Template NIST 5 updates

The RFP templates have been updated as of 9/25/2024, to add NIST 5 requirements. Please update any current drafts you may have in progress in the following sections, as applicable*:

- Solicitation Instructions to Offerors (RFPs)
 - Special Instructions 4.3 Data Security (all)
 - Special Instructions 5.1 Responsibility
- Solicitation Attachment - Prerequisite Assessment of Arizona Baseline Infrastructure Security Controls_r2_09-24
- Solicitation Attachment - Arizona Baseline Infrastructure Security Controls_r3_09-24
- Solicitation Requirements (RFPs)
 - Scope of Work 3.1 Mandatory Requirements (AZRAMP information)
 - Special Terms and Conditions 1.5 Definition for AZRAMP
 - Special Terms and Conditions 14 Data and Information Handling (all)
 - Special Terms and Conditions 15.11 Cloud Applications
 - Addendum B to the Special Terms and Conditions (all)

* If you have a solicitation currently on the street or your draft solicitation does not include the referenced sections and attachments, it is not necessary to amend or revise the solicitation to reflect the NIST 5 requirements.

The aforementioned RFP templates may be downloaded via the [Solicitation Templates Google Drive](#).

Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always use the link(s) above to be confident you have retrieved the most recent version(s).

Compliance Hotline

Have you come across a procurement issue that may require intervention from SPO Compliance to resolve? Though SPO encourages state employees to try to resolve these issues at the agency level, the Compliance Hotline is an option when a resolution cannot be reached.

Reporting procurement issues to SPO Compliance is a simple process. Before submitting, be sure to confirm that the issue is within the jurisdiction of SPO Compliance. Such issues include procurement actions of most state governmental units, questions regarding Arizona procurement law, policy, and ethics, or issues related to Arizona state contracts and suppliers.

When using the Compliance Hotline, you will be given the option to remain anonymous. It is important to note that choosing to remain anonymous means that SPO Compliance will not be able to reach out for more information or let you know how and when the issue is resolved.

COMPLIANCE HOTLINE

As always, we are here to help. If you have any questions, please reach out to SPOCompliance@azdoa.gov.

Join us!



SPO has bi-weekly **Strategic Initiative Update Meetings** every other Wednesday from 1-2 p.m.

To attend these meetings, use the **Google Meet** invite link

(<http://meet.google.com/oyt-fzyz-ppr>)

or dial: 1- 318-501-3139, PIN: 823 512 388#.